

# Improving our skills: WRITING

### FRESHMEN

It is time to **apply** everything that we have studied in class. If you need to **check the power point presentation** again, go to the **English Department's blog** and download it, it will be uploaded along with the **class audio** in the **zoom section**. You can also find the PPT in our **Google Classroom group's page**.

If I can be of any further assistance, please let me know at **esepulveda@colegioingles.cl**, I will be happy to help you.

# Step one: Identifying the context.

Read this email from your **English-speaking friend Blake** and identify if your email should be written in **a formal or informal** style. **Tick** your choice below.

	<ul><li>From: Blake</li><li>Subject: New shopping centre</li></ul>	<u>Reply</u>	<u>Forward</u>	
	Hi!			
	Do you remember we talked about going to that new my brother says he'll take us there this weekend if we		tre? Well,	Say
Great! —	My brother can go on either day, so which day is better for you?			— which day
<b>A</b>	It's actually my brother's birthday soon, so I'd like to we're there what do you think I should get him?	buy him prese	nt while	
Suggest —	There's a cinema very near the shopping centre and i do one of those after we've finished shopping. Which	•		Explain to Blake
	See you soon			
	Blake			

Is it formal or informal?

## Step two: Comments analysis.

Now that you have identified the style that this email has, you need to take a closer look to the comments that you have to understand in order to write your own reply.

These comments are related to pieces of information in the email, what are they asking you to answer?

Great!

Say which day

Suggest

**Explain to Blake** 

# Step three: Vocabulary.

Before you start writing, you must **have to choose** the **vocabulary** that you will use in your replay. **Highlight** the **NEW vocabulary** that you will use.

Consequently	Therefore	On the contrary	Apart from	For this reason	Because of this	To conclude
Finally	In other words	As an example	Moreover	Surely	As for me, I think	On my view
In particular	Actually	Not only but	Besides	Personally, I think	Such as	Overall

### **Connectors and useful expressions**

# Step four: Making a draft.

By now, we know the **style** that your email should have, the **information** you need to **give**, and the **new vocabulary** that you will include. **How do we organize it? Write notes** about the information that you will **mention in each paragraph**.

Greetings	
Introduction	
1 <sup>st</sup> Paragraph	
2 <sup>nd</sup> Paragraph	
Conclusion	
Closing lines / greetings	

# Step five: Writing your reply.

Write your **email** to Blake, using **all the notes and the information** in steps that you followed.

100 words.